

Budget Analyst, GS-560-9/11
APHIS
Wildlife Services
____ Region
____ Area
Revised March 2006

Notes: This is the senior administrative person in most Area (State) Offices in Wildlife Services Regions.

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| 1. FINANCIAL ANALYSIS AND REPORTING RESULTS | 40% |
| 2. BUDGET PLANNING RESULTS | 25% |
| 3. HUMAN RESOURCES SUPPORT RESULTS | 25% |
| 4. WORKING RELATIONSHIPS AND COMMUNICATION | 10% |

1. FINANCIAL ANALYSIS AND REPORTING RESULTS 40%

The Budget Analyst is responsible for tracking financial expenditures, status of funds, prior year analysis, and cooperator billing.

Alignment: This element supports the Wildlife Services management objective of providing accurate and timely budget support services to facilitate the accomplishment of the Program's mission of providing effective wildlife damage management services to cooperators.

Results and measures for FULLY SUCCESSFUL.

Evaluation is based on the supervisor's observations and review of work and feedback from the Regional/HQ's Budget Analyst. In almost all instances:

Tracking of financial expenditures:

- The Informal ledger is maintained accurately
- Obligor documents are posted within one week of receipt

Status of Funds (SOF) :

- Reports are accurately completed in accordance with WS procedures and submitted to the Regional Office within established deadlines.
- Financial Data Warehouse (FDW) reports are run as needed in support of the SOF to determine if adjustments are needed and to reflect account balances
- FDW informal ledgers are reconciled monthly, discrepancies are identified and resolved

Prior Year Analysis

- Spreadsheets are completed and balanced on all accounts in accordance with WS procedures within requested timeframes
- Accounts are balanced within two fiscal years from the current year
- Adjustments are completed (specify timeframe , e.g. monthly) to ensure accounts are not overspent or that surplus funds are unused

Cooperator Bills

- Bills are accurately prepared and sent, based on amounts charged to cooperators consistent with the Cooperative Service Agreements

2. BUDGET PLANNING RESULTS 25%

The Budget Analyst is responsible for Budget planning at the State level.

Alignment: This element supports the Wildlife Services management objective of providing high quality budget support services to the State Director(s) and staff in order to facilitate the accomplishment of the Program's mission of providing effective wildlife damage management services to cooperators.

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work and feedback from others. In almost all instances:

- The state director and district supervisors are consulted to determine potential spending (specify the type of spending e.g. Bird Management) for the next fiscal year.
 - This process is completed by August 30 for the fiscal year beginning in October.
- Serves as a member of the budget negotiation team that meets semi-annually with major state cooperators to set priorities and finalize budgets.
 - The budget is finalized consistent with WS and APHIS policies and procedures.
 - supervisors are provided with complete budgets for each project assigned to their program within prescribed deadlines.
- Budget projections are completed for the next fiscal year by estimating payroll costs for personnel, including expected grade and step increases and possible COLAs, awards, travel and training.
 - Budget projections are in the required format and contain all necessary information.

3. HUMAN RESOURCES SUPPORT RESULTS 25%

The Budget Analyst is responsible for providing human resources support to the State employees.

Alignment: This element supports the Wildlife Services management objective of providing high quality human resources support services facilitate the accomplishment of the overall mission.

Results and measures for FULLY SUCCESSFUL.

Evaluation is based on the supervisor's observations, review of work, and feedback from customers. In almost all instances:

- New employee orientation forms are accurately completed, signed and sent to HR-Minneapolis within 3 days.

- Life insurance election forms for new employees are sent to HR-Minneapolis so that they are received within 31 days of a new appointment, and health benefits registration forms are received within 60 days of appointment, respectively.
 - Phone calls and/or e-mails are initiated if follow-up is required.
- Personnel Action Tracking System instructions are followed to complete and process personnel actions.
 - Documents are transmitted to HR-Minneapolis 14 days prior to the effective date of the action.
- Accurate assistance is provided to employees in the completion of benefit entitlement forms
 - basic questions are answered; complex benefit questions are referred to the appropriate benefit staff specialist
 - Forms are reviewed for accuracy, and, as needed, corrections are initiated.
- Time and Attendance reports are processed in accordance with STARweb policies and procedures.
 - Employee's hours of work, leave used, and accounting codes are entered correctly so not to delay an employee's pay.
 - Leave error reports are reconciled by the end of the following pay period in which the error occurs.

4. WORKING RELATIONSHIPS AND COMMUNICATION 10%

The Budget Analyst is responsible for working cooperatively in a team environment following all applicable EEO policies and procedures.

Alignment: This element supports APHIS Strategic Priority 6, Value and Invest in APHIS Employees

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations, review of work, and feedback from any audits or reviews. In the judgment of the supervisor, In almost all instances, the Budget Analyst

- Demonstrates an awareness of Equal Opportunity and Civil Rights policies and responsibilities of the organization's goals of valuing a diverse yet unified workforce by performing all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and guests of the organization. Delivery of services must be productive and free from discrimination.
- Demonstrates responsibility for prevention of misunderstandings and complaints. Actively pursues resolution of complaints and misunderstandings to maintain a pleasant working environment.
- Recommends improvements/enhancements to the workplace, procedures, outreach activities that result in increased diversity, enhanced morale of employees, or positive changes to workplace environment.
- Completes mandatory and assigned training as requested.
- Takes advantage of applicable training courses for self improvement.

- Participates in teamwork by sharing information and ideas, opinions, and concerns of others and respecting their contributions; encouraging others to develop new skills; and providing and receiving constructive